

U.S. ARMY ENGINEER DISTRICT, BUFFALO
Finance & Accounting Office
1776 Niagara Street
Buffalo, NY 14207

STANDARD OPERATING PROCEDURES
No. 37-6-6

5 April 1999

COMMAND MANAGEMENT REVIEW

1. Purpose of this SOP: To define process for issues reported by Buffalo District Finance and Accounting Office to the Great Lakes and Ohio River Division for inclusion in the quarterly Command Management Review (CMR).
2. References:
 - a. ER 11-1-30, USACE Internal Management Control Program
 - b. AR 11-2, Internal Management Control
3. Background: The data requested by Division may change every fiscal year or even more often. For that reason, the specific issues and procedures are not addressed in detail in this SOP, however, copies of requirements as of 1st quarter FY99 are attached.
4. Responsibilities:
 - a. Resource Management Officer (RMO) as part of the Management Analyst duties is responsible for coordinating and submitting CMR data to Division as required. The RMO will also brief the Commander on the data sent to Division.
 - b. Division is responsible for planning and scheduling the CMR, for deciding what issues will be covered throughout the fiscal year, and for issuing the data calls and suspenses.
 - c. Finance and Accounting Office will gather, sort, analyze, and summarize data as requested by Division. The data will be submitted in the format requested and by the suspense date provided directly to the Division POC requesting the information. A copy of the data provided will be furnished the RMO.

M. Christine Mooney
M. CHRISTINE MOONEY
Finance and Accounting Officer